Ministry of
Municipal Affairs
and Housing

Ontario

THE PLANNING ACT

GUIDELINE 5

Working with the New Regulations

August 1983

1 INTRODUCTION

Under the Planning Act, 1983, the Lieutenant Governor in Council has made regulations on these matters dealt with in the mentioned sections of the Act:

- Notice requirements for public meetings on official plans and amendments, community improvement plans and amendments under sections 17 and 28 respectively.
- Notice requirements for public meetings and council decisions on zoning by-laws under sections 34, 35, 36 and 38 (e.g. normal zoning by-laws, the enactment but not the removal of holding by-laws, the enactment and amendment of bonus and temporary use by-laws respectively).
- Notice requirements for zoning by-laws removing holding provisions under section 35.
- Notice requirements for the imposition of interim control by-laws under section 37.
- Rules of procedure for consent applications under section 52.
- Rules of procedure for applications for minor variances to by-laws under section 44.

The regulations contain only the statements needed to make them operative under the Planning Act. This is appropriate since regulations set out requirements rather than provide advice or interpretation. Sharing practical advice and intended interpretations of the regulations in this guideline will assist municipalities in working with the regulations.

2 PRINCIPLES

Five principles apply to most of the regulations:

- **Minimum requirements** – Where they deal with notifying the public of planning matters, the regulations set the minimum requirements to be met by municipalities. This principle applies unless approved official plan policies set out lesser requirements in procedures for informing and securing the views of the public on proposed official plan and/or zoning matters. "Guideline 6: Official Plan Policies on Public Notice" is available to help municipalities prepare official plan policies on such alternative public involvement procedures.
- **Fair hearing** – A fair opportunity must be given to the public to make representation on any by-law where a hearing is required by the Planning Act. Even though council may have given notice of a public meeting to discuss a proposed by-law, procedural by-laws cannot be used to ensure that all representations can be made at one meeting. If everyone cannot be heard at one meeting a further meeting must be held. Council would not have to comply with the notice requirements of the regulations for such a subsequent meeting but could simply notify those attending the first meeting.
- **Notice within the same municipal government** – The requirement that notice of consent and minor variance applications be sent to other specific employees in the same municipality has been discontinued in the rules of procedure for these applications since this is a matter of internal municipal administration. This principle has also been applied to the new regulations that did not exist under the former Act.

- **Agencies and proposed official plan and zoning matters** – The regulations identify the **persons** to be notified of the public meeting before official plans, community improvement plans, zoning by-laws and their amendments are adopted. They do not identify the agencies that should be informed of this meeting or otherwise consulted. Sections 17(5) and 34(15) of the new Planning Act leave to the discretion of council such notice and consultation with ministries of the provincial and federal government as well as other agencies, boards, authorities or commissions. To ensure that official plan and zoning matters recognize the concerns of these bodies as early as possible, municipalities should decide what agencies are to be consulted and how they are to be involved in proposed official plan, community improvement plan and zoning matters.

- **Applications made before August 1, 1983** – It is critical to determine the day the public makes applications for consent and minor variances and amendments to official plans and zoning by-laws since applications made before the August 1, 1983 proclamation date of the Planning Act must be continued and disposed of under the former Act.

  Applications are considered to have been made when they leave the control of the applicant. Where applications are mailed, the postmark is considered to be evidence of this date. Where applications are delivered to the municipality they are considered to have been made on that date. Accurate recording of this date is clearly important.

  Applications received before August 1, 1983 that remain incomplete at that date are not considered applications made under the former Act. The day such applications are considered to be made, for the purpose of determining whether the process of the Planning Act, 1983 or the former Act applies, is the day these applications are made in a completed form.

  Those official plans, community improvement plans, zoning by-laws and their amendments adopted by council before August 1st must be continued and finally disposed of under the former Act. Those documents which have not progressed to the point of council adoption by August 1st are subject to the provisions of the new Act – including the regulations for notice and the meeting of council.

  In order to determine whether a specific application or proposal is subject to the former or the new Planning Act, section 74 of the new Act should be reviewed.

3 NOTICE REQUIREMENTS: OFFICIAL PLANS

This new regulation specifies **persons** the municipality must notify, at least 30 calendar days in advance, of the public meeting held by council before adopting an official plan, community improvement plan, or amendment to either one. It also sets out the **manner** these persons are to be given notice. These requirements apply unless the municipality has approved official plan policies to substitute for all or part of the regulation.

Persons notified – The **persons** to be notified are assessed owners of land within the area covered by the plan or amendment and within 120 metres of that area. If a plan or amendment covers all of a municipality, notice still must be given to owners of land assessed within 120 metres of the plan or amendment area, even though they are in neighbouring municipalities. Further, those persons who have asked the clerk in writing, with a return address, to be given notice of the meeting on a **specific** proposed plan or amendment are to be given that notice by prepaid first class mail or personal service.

Notice of the meeting does not have to be sent to persons who have made a general request for any notice that might affect them but have not referred to the specific plan or amendment. For example, notice would not be required as a result of a request for notice of all official plan amendments which permit a particular land use or apply within a general area. Requiring the municipality to honour such requests would unreasonably burden the clerk. A municipality may honour general requests for notice but this is not required by the Planning Act or this regulation. Where specific requests are received, the municipality must keep them on record for use should the specific plan or amendment be the subject of a meeting by council.

Manner of Notice – Three ways of giving notice of the public meeting held by council are specified:

- "publication in a newspaper" means publishing a notice at least once in a newspaper published at least weekly. The newspaper must have, in the clerk's opinion, sufficiently general circulation in the area of the proposed plan or amendment to give the public reasonable notice of the meeting. The newspaper must be a printed publication in sheet form intended for general circulation and containing largely news and current events of general interest. The newspaper used must be sold to the public and regular subscribers on a bona fide subscription list. The notice requirements would be complied with only after the notice of the meeting has appeared in the newspaper used. This means that the last newspaper notice (if there is more than one) must appear not later than the 30 calendar days before the public meeting, as required by the Act – unless there is an official plan policy setting out a lesser notice period.

- "personal service" means delivery in person directly to the person identified as the addressee of the notice. This level of service can be achieved by municipal employees or commercial couriers. One test of whether personal service has been properly achieved is that the person giving the notice would be able to swear an affidavit that they personally identified the recipient as the addressee and gave them the notice directly. As with publishing in a newspaper, the notice requirements would be complied with only after the last notice has been personally served.

- "prepaid first class mail", the third way of giving notice of the required public meeting, is self-explanatory. As with the other two methods, notice requirements would be complied with only after the last notice has been properly mailed.

Combinations of the three possible methods may be used to comply with the notice requirements.

These points should also be considered before a council or planning board chooses an approach for issuing notice of a public meeting on a proposed plan or amendment:

- Council can, in a by-law under section 106 of the Municipal Act, appoint a committee of council (**not** staff or a planning advisory committee) to hold the public meeting required on a proposed plan or amendment. The by-law would empower the committee to hold the required meeting and the committee must report in writing to council before council makes a decision on adopting the plan or amendment. The committee would not have to be a quorum of council but it should consist of two or more council members.

- The required public meeting does not have to be the **only** public meeting held on the plan or amendment. A planning advisory committee, established under section 8 of the Act, or staff could hold public meetings on proposed plans and amendments. However, such meeting(s) would not fulfill the requirements of the Act for a public meeting held by council under section 17. The only exception to this is where a planning advisory committee contains council members and those council members are appointed as a committee of council under section 106 of the Municipal Act.

- The Planning Act requires "adequate information" to be made available to the public on the plan or amendment. This includes all material council considers relevant and may include a draft of the plan or amendment if one is available. Council may wish to make this information available at the municipal offices or public libraries or it may wish to hold "open houses". Since the Planning Act also requires "adequate information" to be available to agencies consulted at the discretion of council, the same information should be provided in both cases.

- With joint planning boards in northern Ontario, responsibility for giving notice of and holding the required public meeting depends on the structure of the planning area. In a joint planning area of two or more municipalities, each council must give notice of and hold its public meeting on a parent plan document. Notices of these meetings and the meetings themselves can be combined by the councils involved to reduce costs and administration. Where an amendment is being made that affects only one municipality, only that municipal council need give notice of and hold the public meeting.

  Where the planning area contains one or more municipalities and unorganized territory, the municipal council or councils give notice of and hold the public meeting for the organized area while the planning board performs this function for the unorganized area. In this situation, section 18(5) of the Act provides that the planning board acts as if it were the council and the secretary-treasurer acts as if he were the clerk. The public meetings to be held by the council(s) involved and the meeting to be held by the planning board can be combined provided that notice is properly given and representatives of both the planning board and council(s) are present.

- There is no prescribed form for giving notice of the required public meeting but a sample notice is included as Appendix 1 to this guideline.

- The requirements for giving notice of council's adoption of a plan or amendment are set out in section 17(8) of the Planning Act, and are **not** prescribed in a regulation.

4 NOTICE REQUIREMENTS: ZONING BY-LAWS

This regulation sets out the **persons** the municipality must notify, at least 30 calendar days in advance, of the public meeting held by council before it decides to adopt a zoning by-law or amendment. It also identifies the **persons and agencies** that the municipality must notify if council passes a by-law or amendment and sets out the **form** of this notice. The **manner** in which each of the two types of notice is to be given is also specified. These requirements apply unless the municipality has approved official plan policies to substitute for all or part of the regulation which prescribe the manner and persons to be notified of the public meeting.

Notice of the public meeting – The regulation requires that notice of the public meeting be given by one of three methods:

- publication in a newspaper;

- prepaid first class mail or personal service to all persons, within the area of the proposed by-law and within 120 metres of this area, as shown on the last revised assessment roll.

- prepaid first class mail or personal service to all land owners, within the area of the proposed by-law and within 120 metres of this area, as shown on the last revised assessment roll **and** by posting a sign on each property affected by the proposed by-law or, where this is impractical, at a nearby location chosen by the clerk.

Notice of the adoption of the by-law – Those **persons and agencies** to be notified after council passes a zoning by-law or amendment are covered by section 2 of the regulation, and should be self-explanatory. The list of agencies to be notified is substantially the same as set out in the Ontario Municipal Board procedures under the former Act. For the purpose of notifying the Ministry of Municipal Affairs and Housing as required in section 2(2)(k) a map showing the areas of jurisdiction of the Directors of the Plans Administration Branches, Central and Southwest and North and East is included as Appendix 2.

The **manner** of giving notice of the by-law's adoption can be by one of two methods: either (i) publication in a newspaper, or (ii) by prepaid first class mail or personal service to land owners in the area of the by-law and within 120 metres. As well, those persons who have asked the clerk in writing, with a return address, for notice of passing of the by-law or amendment are to be sent this notice by prepaid first class mail or personal service. All of the agencies to be notified of the passing of by-laws and amendments are also to be given notice by prepaid first class mail or personal service. The clerk can use combinations of these manners to comply with the notice requirements.

Form of Notice – The **form** of the notice to be given where council passes a zoning by-law or amendment is contained in the regulation.

Form 1 consists of an explanatory text and a key map. It is to be completed for all zoning by-laws and amendments passed, except for amendments to zoning by-laws to remove the holding symbol. The form is to be sent to all persons and agencies who are to receive notice of the passing of the by-law or amendment. Its contents are straightforward as set out in the form produced as part of the regulation. Where the zoning by-law is short it can be included as well as the note explaining the purpose and effect of the by-law.

The following points are important in effectively using the new process for enacting by-laws and amendments:

- The former Planning Act provided two ways for zoning by-laws to come into effect, whereas the new Act establishes a single method: a by-law comes into effect without the OMB's approval provided public notice, as prescribed by the regulation, was given and no appeals to the by-law were received. This has several important implications:

  - The new Planning Act provides for the OMB to require specific information or material where a notice of appeal of a by-law causes an OMB hearing. The OMB will also specify procedures to be followed in notifying persons and agencies of hearings on appealed zoning by-law matters, as now occurs.

  - The Planning Act requires that the notice of passing of all zoning by-laws and amendments be completed within fifteen calendar days of council giving the by-law third reading. Given the form that notice takes, as described earlier, early preparation for issuing this notice can simplify the work to be done after third reading of the by-law. For example the statement of the purpose and effect of the zoning by-law can be substantially completed before the by-law is given third reading and preliminary arrangements can be made for producing the notice.

- It is important that the requirements for giving notice of the passing of zoning by-laws be met within the 15 day period to avoid raising questions about the legal effect of the by-laws.

- Where local official plan amendments and implementing zoning by-laws are being proposed simultaneously the notices of the required public meetings and the meetings themselves can be combined for the convenience of everyone. Although those to be notified of the **passing** of official plan amendments (as described in section 17(8) of the Planning Act) are not identical to those to be notified of the passing of the zoning by-laws, to the extent that the same people are to be notified, these notices could be combined. The notices of passing of official plan and zoning by-law matters must be sent within fifteen days of their respective adoption by council. Accordingly, both documents would have to be adopted at the same meeting for this combination of notices to be practical.

  As with official plans and amendments, the required public meeting held by council on zoning matters need not be the first chance for the public to study the proposal. Municipal staff and/or a planning advisory committee could meet the public on the proposal, or one or two readings could be given to the zoning by-law before the statutory public meeting of council is held. This may shorten or eliminate the time required to make revisions to the zoning by-law between the public meeting and council's passing of the by-law. While there is no prescribed form for the notice of the required meeting, a sample is shown in Appendix 3.

- Where changes are made to a zoning by-law after the required public meeting, council must decide whether the effect of the changes is a minor revision to the by-law or whether these amount to a substantially different proposal. If council decides the changes do not amount to a new zoning proposal, no further public meeting is required. However, if the changes are such that a significantly different proposal results, the public must be re-notified and a further public meeting held. This follows from the principle established in section 60 of the Planning Act that council must afford any person a fair opportunity to make representation on any by-law being considered.

5 NOTICE REQUIREMENTS: REMOVAL OF HOLDING SYMBOL FROM ZONING BY-LAWS

This regulation is intended to advise of council's intention to pass a by-law removing the holding symbol from a zoning by-law. In these instances, it applies instead of the normal notification requirements for zoning by-laws mentioned above. The holding symbol would have been placed in a normal zoning by-law enacted using the notice requirements for zoning by-laws discussed earlier. While the zone category accompanying the holding symbol shows the future use to which the lands included may be put, the holding symbol added to the zone symbol restricts the use of the land to other specified uses until the holding symbol is removed. This notice does not provide for any person or agency to appeal the by-law removing the holding symbol. Rather, it simply confirms that the future anticipated use can proceed once the holding symbol is removed.

The regulation describes the **persons and agencies** to be given notice of council's intention to pass a by-law removing the holding symbol, the **manner** of giving such notice and the **information** to be contained in the notice.

Persons and agencies – The **persons** to be notified of council's intention to remove the holding symbol from a zoning by-law include those land owners within the area for which it is proposed to remove the holding provision. Where the area from which the holding symbol is to be removed is smaller than the area to which that symbol was originally applied, only those land owners within the area where the holding symbol is to be removed are required to be notified.

Those **persons and agencies** who have requested this notice in writing, with a return address, are also to be notified. As for notifying persons of zoning by-laws and amendments, requests for notice of council's intention to remove the holding symbol from a zoning by-law must specify the area of interest. As in the case of official plans and zoning by-laws, generalized requests for notice of the intention to pass any by-law removing any holding symbol would not have to be honoured by the municiaplity.

Manner of Notice – The **manner** for giving this notice is the same as for official plans and zoning by-laws – publication in a newspaper, personal service or prepaid first class mail (see the discussion under section 3 "Notice Requirements: Official Plans").

Information – The notice must describe the area from which the holding symbol is to be deleted. This can be done by a map or, where this area can be simply described, in words. However, a map is more likely to be easily understood and the possibility of inadvertently misrepresenting the area is less.

The notice must also describe the effect of the removal of the holding symbol. This may be a statement of all the uses permitted in the zone category, or the more specific use or uses consistent with the underlying zone category proposed for one or more sites, when the holding symbol is removed.

Further, the notice must specify the earliest date at which council would consider the amending by-law. The municipality need not specify the exact date on which council **will** consider the amending by-law but the notice must state the earliest such date. There is no required minimum period between the giving of the notice of council's intention to pass the by-law and the actual passing of the by-law. Despite this, the municipality should leave enough time for the recipients to receive the notice, consider it and contact the municipality for information before the by-law removing the holding symbol is passed.

No form is prescribed for giving notice of council's intention to remove a holding symbol. A sample of such a notice is given in Appendix 4.

6 NOTICE REQUIREMENTS: INTERIM CONTROL BY-LAWS

Interim control by-laws would be passed to restrict land uses so that a review or study, authorized by council, of one or more areas, could be completed and appropriate new plan and by-law coverage enacted. They ensure that land uses are restricted, for a possible maximum of two years, so as not to prejudice the findings and implementation of council's review or study. They are **not** zoning by-laws and are **not** subject to the notice requirements for zoning by-laws discussed earlier. No public notice is required before council passes an interim control by-law. However, within thirty days of the passing or extension of an interim control by-law, the municipal clerk must give notice of that passing or extension. These notice requirements, established by regulation, describe the **persons and agencies** to receive notice, the **manner** in which the notice is to be given and the **information** to be contained. Once the notice is given, any person or agency receiving it may appeal the interim control by-law to the Ontario Municipal Board within sixty days of the passing of the by-law.

Persons and agencies – The **persons** to be notified of the passing of any interim control by-law are restricted to land owners within the area of the by-law and those land owners within 120 metres of that area. The regulation does not require the clerk to notify those asking for general notice of the passing of interim control by-laws. Those directly affected will be within 120 metres of the by-law's area and are assured of receiving notice. The three **agencies** to receive the notice of the passing of an interim control by-law are self explanatory.

Manner of Notice – Those persons to receive this notice are to be given the notice by one of the three manners provided (see section 3 – "Notice Requirements: Official Plans").

Those **agencies** to receive this notice are to be sent the notice by prepaid first class mail or personal service.

Information – The information to be contained in the notice is self explantory in section 2 of this regulation, and no form is prescribed for this notice. A sample of such notice is given in Appendix 5.

7 RULES OF PROCEDURE: CONSENT APPLICATIONS

These rules are very similar to the corresponding rules under the former Act. They prescribe for councils, committees of council, land division committees, committees of adjustment and appointed officers the **persons and agencies** to be conferred with in determining whether a consent is to be given. Changes in the rules arise from:

- the need to recognize the variety of persons and bodies any one of whom under the new Act could be the consent approval authority in a municipality;
- the removal of a required public hearing in deciding consent aapplications; and
- a consent application form (Form 1) condensed to resemble the application form for a Minister's consent and excluding the section "for office use only".

Persons and agencies – Not less than fourteen calendar days before it is considered by the approval authority the official, as defined in the rules, must provide a copy of each consent application and a request for comments on it to those listed in the regulation. This list has been shortened by deleting the senior planning officer within the same municipality as the approval authority since this person should be conferred with as a matter of course.

Three agencies are to be conferred with unless they advise the official in writing that they do not want to receive applications from the approval authority. These are:

- the district, county, region or metropolitan municipality where that municipality has delegated the authority to grant consents to the local municipality;
- the Ministry of Natural Resources, under specified conditions; and
- the Ministry of Agriculture and Food, under specified conditions.

These agencies have the choice of receiving or not receiving applications which would be sent to them for comment by the approval authority under the regulation. They cannot elect to receive some applications and not receive others within one approval authority's area. Where there is any doubt whether the criteria under which applications are to be sent to the Ministry of Natural Resources or the Ministry of Agriculture and Food are met the official should contact the local Ministry of Natural Resources District office or the Food Land Preservation Branch of the Ministry of Agriculture and Food ([416] 965-9433).

The approval authority can determine that any person or agency should receive applications and a request for comments on them. It is important that approval authorities consider which, if any additional persons or agencies should receive notice of consent applications. For example, land owners abutting or close to lands subject to a consent application may consider their property adversely affected by a proposed new lot nearby. This is particularly important where the livelihood of the nearby land owners, such as farmers deriving their income from their land, may be adversely affected by an incompatible new land use on a new lot nearby. It is better for all concerned parties if the approval authority has information on all pertinent factors affecting the application **before** the decision rather than relying on the appeal process to resolve an issue.

Manner of Notice – The **manner** of sending notice of consent applications and requesting comments from persons and agencies is **not** prescribed in the regulation. The approval authority can choose the manner it considers proper for providing this notice. In most cases, consent granting authorities under the former Planning Act have used prepaid first class mail for giving this notice.

The following points should also help approval authorities in working with the new rules of procedure for consent applications:

- Although no public hearing is required by the legislation in deciding consent applications, it may be decided locally that such hearings should be held. The form of notice, the persons and agencies to be notified, the manner of giving the notice (including the minimum period of notice before the hearing) and the procedure for giving notice of further public hearing can all be decided locally by the approval authority.

- Where the body granting consents before August 1st will not be the approval authority under the new Planning Act, several considerations should be taken into account.

  Under the provisions of section 74 of the new Act, consent applications made before August 1st are disposed of under the former Act. This means that they are to be finalized using the former rules of procedure, but by the new (i.e. post-August 1st) approval authority. Those consent granting authorities which will not be carried over under the new Act will not have the jurisdiction to finalize the outstanding applications – this will become the responsibility of the new consent granting authorities. However, where a consent granting authority will continue under the new Act, it will have the authority to dispose of applications made prior to August 1st.

- The required authorization for an agent or solicitor making a consent application for a land owner can be an original letter for each application or a letter left with the approval authority generally authorizing one or more agents and/or solicitors. The land owner is responsible for keeping the authorizations of agents and solicitors current and cancelling any discontinued earlier authorizations.

- Where the official, as defined in the regulation, is unable to perform his duties, the authorization by the approval authority of another person to perform those duties can be a resolution of the approval authority or, where the approval authority is an appointed officer, a decision by that officer.

- Additional copies of the consent activity profiles, required to be completed and submitted to the ministry twice annually, are available from the Community Planning Advisory Branch offices at the addresses listed at the end of this guideline.

- Form 1, the application for consent, does not contain any space for the approval authority to record information "For Office Use Only". Approval authorities are free to decide what summary information they wish to record and to insert a page "For Office Use Only" in reproducing Form 1.

- The requirements for giving notice of decisions on consent applications are set out in section 52(5) of the Planning Act.

8 RULES OF PROCEDURE: MINOR VARIANCE APPLICATIONS

These rules are also very similar to the corresponding rules under the former Act. They prescribe for all committees of adjustment the **persons and agencies** to be given notice on applications for minor variance or permission, the **manner** of giving this notice and the **information** to be contained in the notice.

Persons and agencies – The list of those to be notified of minor variance applications and the time and place of the required hearing to be held on them is self explanatory. In northern Ontario, the only part of the province where planning boards will continue, the committee of adjustment should confer with the relevant planning board, if any, as it considers appropriate.

The senior planning officer or chief administrative officer of the county, district, metropolitan or regional municiaplity can elect not to receive notice of minor variance applications. Where this is indicated in writing it applies to **all** such applications and not a portion of those applications, however categorized.

Encumbrancers of property included in minor variance applications are to be notified of the application and hearing details. Generally, encumbrancers are those who have an interest in the **title** to land (e.g. mortagors) rather than those whose interest is restricted to the **use** of the land (e.g. leasors). Despite this distinction it is certainly reasonable to provide those persons or agencies not explicitly required to be notified with notice of the application and hearing if the committee determines that they should receive such notice. The committee should carefully consider the context of the application in determining what additional persons and agencies, if any, should receive notice.

Manner of Notice – No specific **manner** for giving the required notice is specified. Instead, the secretary-treasurer is charged with giving the notice **in such manner as the committee considers proper.** Should there be any doubt as to the fairness of the proposed manner of giving this notice, the committee should consult its municipal solicitor to ensure that the proposed manner is consistent with the principles of natural justice.

Information – The information required to be in the notice is simply a summary of the application and the time and place of the hearing to be held on it. Whether a copy of the application form itself is provided to those notified or not, a brief explanation of the application's proposal must be included.

As with applications for consent, the committee of adjustment can indicate by resolution the person authorized to perform the duties of the secretary-treasurer where the secretary-treasurer is unable to carry on his duties.

Similarly, there is no summary page for the committee to record information "For Office Use Only". As with the consent application form, committees of adjustment may add such a page, for their own use and convenience, in reproducing the form.

Conclusion

This guideline has discussed many of the practical considerations for municipalities working with the regulations under the Planning Act, 1983. In order to determine if a regulation applies to a particular application or planning matter, section 74 of the new Act should be reviewed.

Early and frequent contact with Ministry of Municipal Affairs and Housing staff where uncertainty exists in complying with the regulations can ensure that foreseeable problems are avoided and that basic problems are corrected rather than allowed to become complicated for everyone involved in the process.

APPENDIX 1

PUBLIC MEETING CONCERNING A PROPOSED OFFICIAL PLAN AMENDMENT

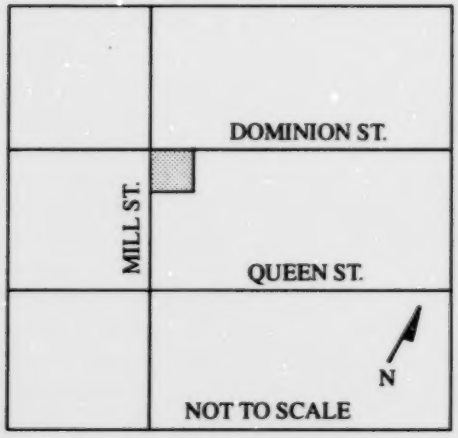
(Sample Only)

TAKE NOTICE that the Council of the Corporation of Town of Cranbrook will hold a public meeting on September 23, 1983 at 7:00 p.m. at Sharpe Memorial Hall (11 Brock Street) to consider a proposed official plan amendment under section 17 of the Planning Act.

The proposed official plan amendment would change the designation of about 0.2 ha of land at 43 Mill Street (as shown below) from "Residential" to "General Commercial" to allow a jug milk store. The proposed amendment would also add a policy to the "General Commercial" policies of the official plan to require a minimum separation of 200 metres between jug milk stores.

ANY PERSON may attend the public meeting and/or make written or verbal representation either in support of or in opposition to the proposed official plan amendment.

ADDITIONAL INFORMATION relating to the proposed official plan amendment is available for inspection between 9:30 a.m. and 5:15 p.m. at my office at 16 Main Street South and at the Cranbrook Public Library at 157 Weller Avenue between 10:00 a.m. and 8:30 p.m.



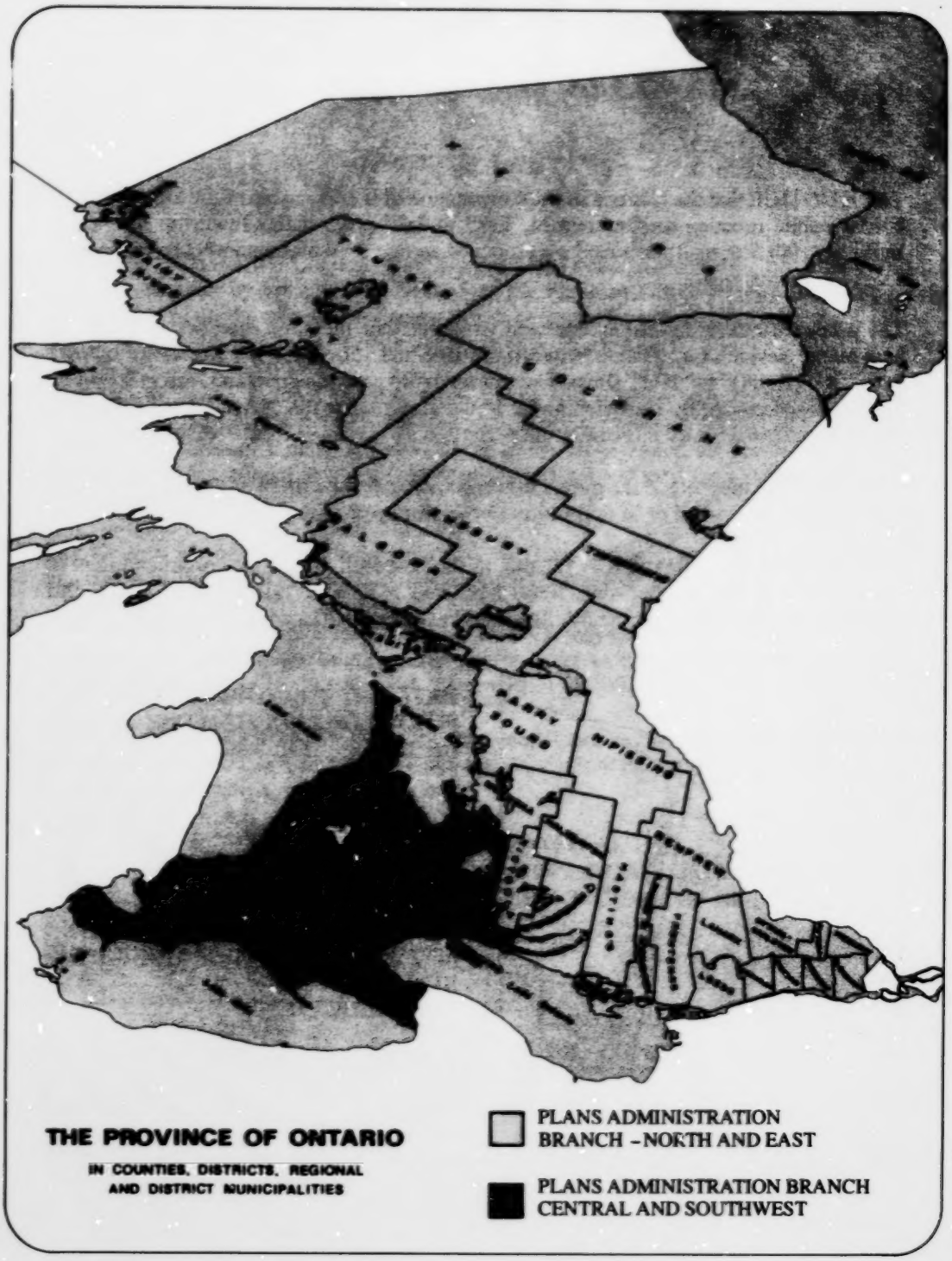
– AREA OF PROPOSED REDESIGNATION FROM "RESIDENTIAL" TO "GENERAL COMMERCIAL"

DATED AT THE TOWN OF CRANBROOK
THIS 24TH DAY OF AUGUST, 1983

CLERK, TOWN OF CRANBROOK
BOX 10, CRANBROOK P.O.

TELEPHONE: 852-3336

APPENDIX 2


THE PROVINCE OF ONTARIO
IN COUNTIES, DISTRICTS, REGIONAL AND DISTRICT MUNICIPALITIES
PLANS ADMINISTRATION BRANCH - NORTH AND EAST
PLANS ADMINISTRATION BRANCH CENTRAL AND SOUTHWEST

APPENDIX 3

PUBLIC MEETING CONCERNING A PROPOSED ZONING BY-LAW AMENDMENT

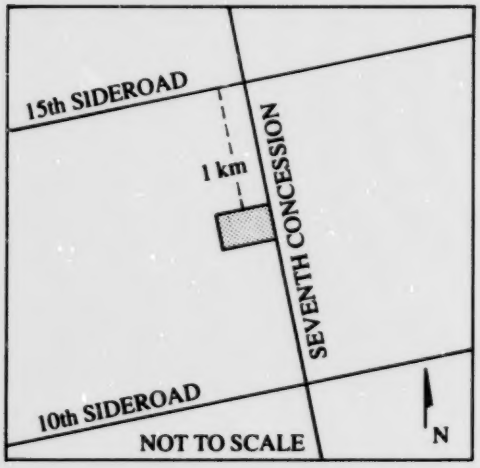
(Sample Only)

TAKE NOTICE that the Council of the Corporation of the Township of the Fitzwilde will hold a public meeting on October 24, 1983 at 7:30 p.m. at the Township Municipal Building (10th Sideroad) to consider a proposed zoning by-law amendment under section 34 of the Planning Act.

The proposed zoning by-law amendment would change the zone category of 2.0 ha of land on the Seventh Concession between the 10th and 15th Sideroads (as shown below) from "RU (Rural)" to "RUC (Rural Commercial)" to permit a grain and feed mill outlet. The proposed zoning by-law amendment would also change the "RUC (Rural Commercial)" zone standards by increasing the permitted lot coverage from 15% to 20%.

ANY PERSON may attend the public meeting and/or make written or verbal representation either in support of or in opposition to the proposed zoning by-law amendment.

ADDITIONAL INFORMATION relating to the proposed zoning by-law amendment is available for inspection between 10:00 a.m. and 5:30 p.m. at my office and at the Fitzwilde Public Library on the 5th Sideroad between 10:30 a.m. and 8:00 p.m.



DATED AT THE TOWNSHIP OF FITZWILDE THIS 23RD DAY OF SEPTEMBER, 1983

CLERK, TOWNSHIP OF FITZWILDE
FITZWILDE TOWNSHIP MUNICIPAL BUILDING
FITZWILDE P.O.

TELEPHONE: 725-2069

- AREA OF PROPOSED REZONING FROM "RU (RURAL)" TO "RUC RURAL COMMERCIAL"

APPENDIX 4

NOTICE OF INTENTION TO PASS AN AMENDING BY-LAW TO REMOVE IN PART THE HOLDING SYMBOL FROM LANDS ZONED BY BY-LAW 63-83

(Sample Only)

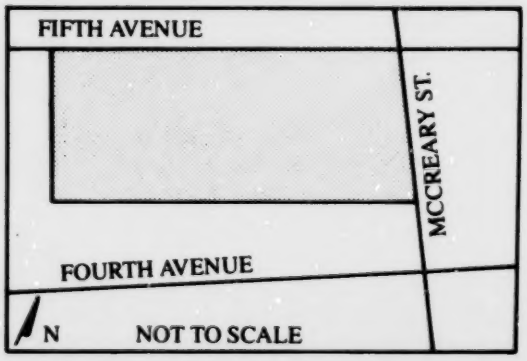
TAKE NOTICE that the Council of the Corporation of the City of Gainsford intends to pass an amending by-law under section 35 of the Planning Act to remove the holding provision from lands west of McCreary Street between Fourth and Fifth Avenues (as shown below) zoned "R1-H (Residential First Density-Holding)".

The "R1-H" zone permits existing uses, public open space and recreational uses excluding any buildings structures. Removing the holding symbol from the "R1-H" zone would allow 10 ha of land or about one half of the lands zoned for residential use in By-law 63-83 but placed in a holding category to be developed for single-family and semi-detached residential uses.

The Council of the Corporation of the City of Gainsford will consider the proposed amending by-law not earlier than at its meeting of November 25, 1983.

ANY PERSON OR AGENCY REPRESENTATIVE may attend the Council meeting at which the amending by-law is considered and/or make written or verbal representation either in support of or in opposition to the proposed by-law.

ADDITIONAL INFORMATION on the proposed amending by-law is available at my office between 9:00 a.m. and 5:00 p.m. and at the Gainsford Public Library, 431 Hampton Street between 10:00 a.m. and 8:00 p.m.



- AREA OF PROPOSED AMENDING BY-LAW TO REMOVE THE HOLDING SYMBOL FROM THE "R1-H (RESIDENTIAL FIRST DENSITY-HOLDING)" ZONE

DATED AT THE
CITY OF GAINSFORD
THIS 3RD DAY OF OCTOBER, 1983

CLERK, CITY OF GAINSFORD
430 CENTRE STREET SOUTH
GAINSFORD

TELEPHONE: 339-4371

APPENDIX 5

NOTICE OF PASSING OF AN INTERIM CONTROL BY-LAW UNDER SECTION 37 OF THE PLANNING ACT

(Sample Only)

TAKE NOTICE that on October 14, 1983, the Council of the Corporation of the City of Carlisle adopted By-law 108-83, an interim control by-law, under section 37 of the Planning Act.

THE BY-LAW PROHIBITS the use of land, buildings or structures for uses other than single-family dwellings on 10. ha of land bounded by McAskile Street, Hepple Avenue, Crain Street and Dunford Avenue (shown below).

THE BY-LAW WAS ADOPTED TO RESTRICT land use in the area described while a review of the official plan and by-law provisions applying to this area since 1961 is completed and any necessary changes enacted.

BY-LAW 108-83 IS TO REMAIN IN EFFECT for a period of one year from the date of passing. However, subsection 37(2) of the Planning Act allows council to amend the by-law to extend the period of time during which it will be in effect provided the total period of time does not exceed two years from the date of passing.

ANY PERSON OR AGENCY sent this notice may appeal to the Ontario Municipal Board by filing with me before December 13, 1983 a notice of appeal setting out the objection to the by-law and reasons in support of the objection.

ADDITIONAL INFORMATION on By-law 108-83 is available at my office in the Carlisle City Hall between 8:45 a.m. and 4:30 p.m. The full by-law as adopted by council is reproduced below.

DATED AT THE CITY OF CARLISLE
THIS 10th DAY OF NOVEMBER, 1983

CLERK, CITY OF CARLISLE
CARLISLE CITY HALL
DOMINION SQUARE
CARLISLE

TELEPHONE: 937-1463

For further information, contact any of the following offices of the Ministry of Municipal Affairs and Housing:

Community Planning Advisory Branch

Central Region
47 Sheppard Avenue East
2nd floor
Willowdale, Ontario
M2N 2Z8
Telephone: (416) 224-7635
ZENITH 52650

South East Region
244 Rideau Street
3rd floor
Ottawa, Ontario
K1N 5Y3
Telephone: (613) 566-3801
ZENITH 52650

South West Region
495 Richmond Street
7th floor
London, Ontario
N7A 5A9
Telephone: (519) 673-1611
TOLL FREE 1-800-265-4736

North East Region
1191 Lansing Avenue
Sudbury, Ontario
P3A 4C4
Telephone: (705) 560-0120
TOLL FREE: 1-800-461-1193

North West Region
435 James Street South
Thunder Bay, Ontario
P7C 5G6
Telephone: (807) 475-1651
ZENITH 52650

Plans Administration Branch—North and East

56 Wellesley Street West, 7th floor
Toronto, Ontario
M7A 2K4
Telephone: (416) 965-6418

Plans Administration Branch—Central and Southwest

56 Wellesley Street West, 8th floor
Toronto, Ontario
M7A 2K4
Telephone: (416) 965-6418

Local Planning Policy Branch

56 Wellesley Street West, 3rd floor
Toronto, Ontario
M7A 2K4
Telephone: (416) 965-3938

Additonal copies of this publication and the following guidelines on the Planning Act are available directly from: Ontario Government Bookstore, 880 Bay St., Toronto, or write to: Ministry of Government Services, Publications Service, 880 Bay St., Toronto, M7A 1N8, (416) 965-6015.

1. Planning Advisory Committees (January 1983)
2. Local Planning in Northern Ontario (January 1983)
3. Delegation of Minister's Authority (January 1983)
4. Community Improvement (March 1983)
5. Working With the Regulations (August 1983)
6. Official Plan Policies on Public Notice (August 1983)

La version française de cette publication est disponible à demande.

Ontario

Ministry of Municipal Affairs and Housing

Claude F. Bennett, Minister

Ward Cornell, Deputy Minister

Published by:
Local Planning Policy Branch
56 Wellesley Street West
Toronto, Ontario
M7A 2K4